

CITY OF BAINBRIDGE ISLAND

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.



<p>DATE STAMP FOR CITY USE ONLY</p>	<p style="text-align: center;"><u>TO BE FILLED OUT BY APPLICANT</u></p> <p>PROJECT NAME: _____</p> <p>TAX ASSESSOR'S NUMBER: _____</p> <p>_____</p> <p>_____</p> <p>PROJECT STREET ADDRESS OR ACCESS STREET: _____</p> <p>ENVIRONMENTAL CHECKLIST SUBMITTED : <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;"><u>FOR CITY USE ONLY</u></p> <p>FILE NUMBER: _____</p> <p>PROJECT NUMBER: _____</p> <p>DATE RECEIVED: _____</p> <p>APPLICATION FEE: _____</p> <p>TREASURER'S RECEIPT NUMBER: _____</p>
<p>SUBMITTAL REQUIREMENTS</p>	
APPLICATION	<p><i>One original (which must contain an original signature) and six copies</i> must be provided. Whenever possible, originals must be <i>signed in blue</i>. Please identify the original document.</p>
SUPPORTING DOCUMENTS	<p><i>One original (which must contain an original signature)</i>, where applicable, and <i>six copies</i> (if an original is not applicable, <i>seven copies</i> must be provided).</p>
FULL-SIZE DRAWINGS	<p><i>Seven copies</i> of the required drawings must be provided. Drawings <i>must be folded and 18" x 24"</i> in size. <i>No construction drawings or other sized drawings</i> will be accepted unless specifically requested.</p>
REDUCED DRAWINGS	<p><i>Two copies</i> of the drawings reduced to 11" x 17" must be provided.</p>
SUBMITTING APPLICATIONS	<p>Applications <i>must be submitted in person</i> by either the owner or the owner's designated agent. Should an agent submit the application, a <i>notarized Owner/Agent Agreement</i> must accompany the application. Please call (206) 780-3762 to make an appointment to submit your application.</p>
FEES	<p>Please call the Department of Planning & Community Development for submittal fee information.</p>
ATTACHED SUBMITTAL CHECKLIST	<p>Please refer to attached Submittal Checklist for further information. NOTE: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.</p>
<p>APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.</p>	

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
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A. GENERAL INFORMATION

_____ Shoreline Permit _____ Variance _____ Conditional Use

1. Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

*If the owner(s) of record as shown by the county assessor's office is (are) not the agent,
the owner's (owners') signed and notarized authorization(s) must accompany this application.*

2. Applicant/agent: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

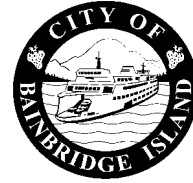
3. Name of land surveyor: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

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4. Planning department personnel familiar with site: _____

5. Description of proposal: _____

6. Driving directions to site: _____

7. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
Use additional sheet if necessary	Total of all parcels:	

** As defined in Bainbridge Island Municipal Code 18. 12.050*

8. Legal description (or attach): _____

9. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot				
Lot				
Lot				
Lot				

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10. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North				
South				
East				
West				

11. Common name of adjacent water area or wetlands area: _____

12. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (*Bainbridge Island Municipal Code Chapter 16.20*)?

☐ yes ☐ no ☐ unknown

If yes, check as appropriate:

<input type="checkbox"/> wetland*	<input type="checkbox"/> geologically hazardous area**
<input type="checkbox"/> wetland buffer*	<input type="checkbox"/> zone of influence**
<input type="checkbox"/> stream*	<input type="checkbox"/> slope buffer**
<input type="checkbox"/> stream buffer*	<input type="checkbox"/> fish and wildlife habitat area

* If your site includes a wetland or wetland buffer, a wetland report is required with your application.

**If your site includes a geologically hazardous area or is within the zone of influence as defined in *Bainbridge Island Municipal Code 16.20*, a geotechnical report may be required with your application.

13. Are there underlying/overlying agreements on the property? ☐ yes ☐ no ☐ unknown

If yes, check as appropriate and provide a copy of the decision document:

<input type="checkbox"/> CUP Conditional Use Permit	<input type="checkbox"/> SPR Site Plan Review
<input type="checkbox"/> MPD Master Planned Development	<input type="checkbox"/> SPT Short Plat
<input type="checkbox"/> PUD Planned Unit Development	<input type="checkbox"/> SSDP Shoreline Permit
<input type="checkbox"/> REZ Contract Rezone	<input type="checkbox"/> SUB Prior Subdivision
<input type="checkbox"/> RUE Reasonable Use Exception	<input type="checkbox"/> VAR Zoning Variance
	<input type="checkbox"/> Other: _____

Under which jurisdiction was the approval given?

☐ City of Bainbridge Island ☐ Kitsap County

Approval date: _____

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14. Is there any other information which is pertinent to this project? ☐ yes ☐ no

If yes, please explain: _____

B. TECHNICAL INFORMATION

1. Name of water purveyor: _____

If a private well, what class? _____

2. Type of sewage disposal: ☐ on-site septic ☐ off-site septic ☐ sewer
Sewer district: ☐ City of Bainbridge Island ☐ Sewer District 7

3. General description of the existing terrain: _____

4. Soil survey classification: _____

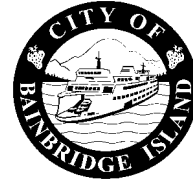
5. Flood plain designation: ☐A ☐AE

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6. Access (street functional road classifications):

Street Type	Required ROW Width	Street Name	Existing ROW Width
primary arterial	150 feet	Highway 305	
secondary arterial	60 feet		
collector	50 feet		
residential urban	40 feet		
residential suburban	30 feet		
private	20 - 30 feet		

7. Sidewalks are adjacent to the parcel: ☐ yes ☐ no

If yes, existing sidewalks are _____ feet wide.

Sidewalk installation is proposed as part of the development project: ☐ yes ☐ no

Proposed sidewalks: ☐ adjacent to the parcel and are to be _____ feet wide.

☐ internal to the proposal and are to be _____ feet wide.

8. Intended use of the land, as well as the sequence and timing of the proposed development:

9. Dimensions of proposed structures:

10. Height of proposed buildings or structures:

11. Square footage of all spaces:

storage:

retail:

residential:

office:

other:

12. Number of stories proposed:

13. Square feet per story: (1) _____ (2) _____ (3) _____

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14. Setback requirements:

north:

south:

east:

west:

15. Number of parking stalls required:

16. Number of parking stalls proposed:

17. Amount of square footage of proposed paved areas:

18. Square footage of building area:

19. Percent of site to be covered by impervious surfaces:

%

(If the proposal results in more than 1,000 square feet of additional impervious surface, a drainage plan shall be required.)

20. Percentage of site to be covered by landscaping:

%

21. Percentage of parking area to be covered by landscaping:

%

22. Percentage of site to remain undeveloped:

%

23. Is the applicant proposing any terms, conditions, covenants and agreements or other documents regarding the intended development: (If yes, attach copies)

☐ yes ☐ no ☐ unknown

24. Is the proposal part of a phased development plan? (If so, an outline of the future plans must be submitted.)

25. List any other permits for this project from state, federal or local governmental agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for, and if so, the date the application was approved or denied, and the application or permit number:

26. Will the completed project result in 800 or more square feet of impervious surface

(building footprint + driveways + parking)?

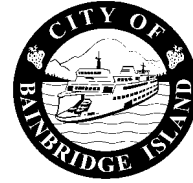
☐ yes ☐ no ☐ unknown

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27. Will the project result in clearing more than six significant trees or 2,500 square feet of ground?
☐ yes ☐ no ☐ unknown
28. Do storm water systems exist on the site? ☐ yes ☐ no ☐ unknown
If yes, were they constructed after 1982? ☐ yes ☐ no ☐ unknown
If yes, what type of storm water system exists on the site?
☐ infiltration ☐ open ditching ☐ closed conveyance ☐ detention
29. Will the completed project result in excavating of or filling in:
☐ less than 50 cubic yards. ☐ more than 50 cubic yards but less than 100 cubic yards. ☐ more than 100 cubic yards.

I hereby certify that I have read this application and know the same to be true and correct.

*Signature of owner or authorized agent

Date

Printed

*Signature of owner or authorized agent

Date

Printed

**If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.*

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CITY OF BAINBRIDGE ISLAND
SHORELINE RESTORATION & ENHANCEMENT PROJECT
WDFW STATEMENT OF CONCURRENCE

Instructions: This form is to be filled out and signed by an authorized representative of the Washington State Department of Fish and Wildlife (WDFW) (likely the Marine Area Habitat Biologist for Kitsap County) and submitted with your Shoreline Substantial Development Exemption, Shoreline Conditional Use Permit, and/or Shoreline Variance application. If WDFW has already approved a Hydraulic Project Approval (HPA), the applicant must submit a copy of the approved HPA with their application to the City.

Project Name: _____

Applicant: _____

Mark all that apply:

<input type="checkbox"/> Concur OR <input type="checkbox"/> Do not Concur	The above referenced project is necessary for the improvement of fish and wildlife habitat or passage and, pending final HPA approval, is appropriately designed and sited to accomplish the intended purpose.
---	--

AND

<input type="checkbox"/> WDFW has issued an (HPA) for the above referenced project. HPA #: _____ OR Date Issued: _____	<input type="checkbox"/> WDFW will likely issue an HPA for the above referenced project.
---	--

I am an agent of the Washington State Department of Fish and Wildlife with the authority to make the statements marked above.

Signature

Date

Print Name

Title

SUBMITTAL REQUIREMENTS FOR SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT

General Information:

Three types of illustrations are needed to properly depict the proposed activity: vicinity map, plan view, and cross-sectional view. Drawings to scale should be prepared using clear printing, black ink, and the fewest number of sheets possible. Include the scale. The importance of clear, accurate drawings cannot be overstated. At a minimum, drawings **must contain the following information**. Other information may be required dependent upon project type. If you have questions completing the drawings, please call our office.

1. **Vicinity Map**

A copy of a county or city road map, or an U.S. Geological Survey topographic map may be used. Include:

- ☐ a. north arrow;
- ☐ b. name of water body;
- ☐ c. location of the proposed activity (indicate with a circle, arrow, X, or similar symbol);
- ☐ d. provide latitude and longitude of the site to the nearest second; and
- ☐ e. provide directions to the site.

2. **Plan View**

This drawing illustrates the proposed project area as if you were looking down at the site from overhead.

Include:

- ☐ a. north arrow;
- ☐ b. name of water body and direction of water flow;
- ☐ c. location of existing shoreline:
 - Tidal Waters: show the ordinary high, the mean high, the mean higher high and mean lower low water mark or line, and/or wetland boundaries. Indicate elevation above datum.
 - Non-tidal Waters: show the ordinary high water mark or line and/or wetland boundary;
- ☐ d. dimensions of the activity or structure, distance from property lines, and the distance it extends into the water body beyond the ordinary high, mean high, mean higher high and mean low water mark or line and/or wetland boundaries, as appropriate;
- ☐ e. show existing structures on subject and adjoining properties;
- ☐ f. indicate adjoining property ownership;
- ☐ g. if fill material is to be placed, identify the type of material, amount of material (cubic yards), area to be filled (acres).
- ☐ h. if project involves dredging, identify the type of material, amount of material (cubic yards), area to be dredged, method of dredging and location of disposal site. Dredging in areas more shallow than -10 feet needs to be clearly identified on drawings;
- ☐ i. identify any part of the activity that has been completed;
- ☐ j. indicate types and location of aquatic, wetland, and riparian vegetation; and
- ☐ k. erosion control measures, stormwater runoff control, stabilization of disturbed areas, etc.

SUBMITTAL REQUIREMENTS FOR SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT

3. **Cross-sectional View**

This drawing illustrates the proposed activity as if it were cut from the side and/or front.

Include:

- ☐ a. location of water lines;
Tidal Waters: show the ordinary high, mean high, mean higher high and mean lower low water marks or lines and/or wetland boundary.
Non-tidal Waters: show the ordinary high water mark or line and/or wetland boundary;
- ☐ b. water depth or tidal elevation at waterward face of project;
- ☐ c. dimensions of the activity or structure and the distance it extends into the water body beyond the ordinary high, mean high, mean higher high and mean low water mark or line and/or wetland boundaries;
- ☐ d. indicate dredge and/or fill grades as appropriate;
- ☐ e. indicate existing and proposed contours and elevations;
- ☐ f. indicate types and location of aquatic, wetland, and riparian vegetation present on site;
- ☐ g. indicate type and location of material used in construction and method of construction; and
- ☐ h. indicate height of structure.

Owner/Agent Agreement

The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor's account number _____, located at _____, Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to _____

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please check all items that apply):

☐ preapplication conference

☐ planning permits

☐ construction permits (i.e. building, water/sewer availability, right-of-way, etc)

on the property referenced herein. This agreement authorizes the agent to act on the owner's behalf for the above checked applications through (date or specific phase) _____.

Owner of record

Date

Owner of record

Date

STATE OF WASHINGTON)
) SS.
COUNTY OF KITSAP)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:

_____ to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS MY HAND AND OFFICIAL SEAL, hereto affixed the day and year in this certificate above written.

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: _____